

**CAREER OPPORTUNITY
UNITED STATES COURT OF APPEALS
FOR THE THIRD CIRCUIT**

Announcement Date: **April 18, 2007**

Position Title: **File Clerk**

Closing Date: **Open Until Filled**

Classification Level: **CL 22 (\$24,349 - \$39,609) based upon qualifications**

Full time or part time position within the Third Circuit Court of Appeals Clerk's Office. Full and flexible part-time schedules are available. Opportunity for advancement and growth. Position is for one year and one day. This position may be extended or converted to a permanent appointment depending on workload and budget appropriation.

Representative Duties:

Sorts, classifies and files high volume of case documents for case management and legal teams. Maintains the integrity of the Court's filing system by timely and accurately filing documents in case files.

Retrieves files and makes copies of records for court personnel, attorneys, and others within specified time limits. Assists case managers with the production of paper case files from electronic records. Scans paper documents into electronic format and ensures the creation of an accurate duplicate electronic document.

Operates a variety of copying, scanning, and records equipment. Performs other duties as assigned. Assist in the development of procedures for migration of paper files to electronic files.

Qualifications:

To qualify for the position an applicant must be a high school graduate or equivalent. Applicant must be well organized and able to learn quickly.

General Experience:

Must have responsible clerical or administrative experience and a knowledge of office clerical practices such as filing and record keeping. Applicant should be skilled in the use of personal computer based technology, data entry, and office equipment. As the Court entertains a number of high-profile and sealed cases, the File Clerk will be required to adhere to strict confidentiality requirement.

Preferred Experience:

Progressively responsible clerical or administrative experience related to the processing of legal documents such as might be found in a law office, court, or another entity in the judicial system.

BENEFITS

- 10 paid holidays per year
- Up to 13 days of paid vacation for the first three years, increasing with tenure thereafter; 13 sick days accrued per year (Note: this applies to full time schedules only; other schedules are pro-rated.)
- Choice of a variety of employer-subsidized federal health and life insurance plans
- Optional long-term care insurance
- Optional participation in Health and Dependent Care Reimbursement Accounts
- Participation in the Federal Employees Retirement System
- Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen, or a citizen of a country with a defense treaty with the U.S. who is eligible to work in the U.S. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the Court. Employees will be hired provisionally pending the results of a fingerprint check. Direct deposit of pay required.

APPLICATION INSTRUCTIONS

Send your cover letter, resume and e-mail address to the attention of Patricia Moore, Office Manager, Circuit Executive’s Office, 22409 U.S. Courthouse, 601 Market Street, Philadelphia, PA 19106 or respond by e-mail with the required paperwork to fileclerk@ca3.uscourts.gov. Applicants will also be considered for similar positions that open within the next six months.

The U.S. Court of Appeals is an Equal Opportunity Employer